

STATE OF WEST VIRGINIA  
REAL ESTATE COMMISSION  
300 CAPITOL STREET, SUITE 400  
CHARLESTON, WV 25301  
304.558.3555  
<www.wvrec.org>

The *West Virginia Real Estate License Act* (WV Code §30-40) provides that no broker’s license shall be issued in the name of a corporation, association or partnership except through one of its members or officers. In addition, the Act requires every partnership, association, corporation or other form of business organization engaging in the real estate brokerage business to delegate full authority to the person holding the broker’s license on behalf of the business organization, and the designated broker must be responsible for the acts of the business and must have been delegated full authority to conduct the real estate brokerage activities of the business organization.

SUBORDINATION RESOLUTION  
Appointment of Designated Broker

Name of Business Organization: \_\_\_\_\_  
(Partnership, Association, Corporation, LLC, LLP, etc)

Designated Broker: \_\_\_\_\_

The undersigned partner/officer/member of the business organization hereinbefore identified, certifies that the following resolution was duly adopted by the governing body of the organization on \_\_\_\_\_, 20\_\_\_\_, and is in full force and effect.

**RESOLVED**, that the Designated Broker herein named,  
Is a partner/member/officer of the business organization; and  
Is associated with this business as the licensed real estate broker responsible for conducting the real estate brokerage activities of this business; and  
Shall have full authority to carry out or perform all real estate transactions on behalf of the Business Organization for which a real estate broker’s license is required; and  
Shall not be subject to the direction of any partner/member/officer, stockholder, or other manager in carrying out or performing such transactions; and  
That this resolution may be rescinded or amended only upon proper notice to the West Virginia Real Estate Commission.

**Submission of this Subordination Resolution verifies that all statements and information provided herein are true and correct and may be used as necessary by the West Virginia Real Estate Commission in furtherance of assuring compliance with the laws and rules it administers.**

I, \_\_\_\_\_, a duly authorized representative of the business organization named above, certify that the foregoing resolution was lawfully adopted and is in full force and effect.

Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Seal

Title \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Taken, subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Notary Seal